[Date]

[Contact Name]

[Applicant Contact Information]

[Recipient's Name]

[Recipient Contact Information]

**[Subject]**

Dear [Recipient's Name],

The following Letter of Intent is provided to support the application for a City of Toronto Construction Permit to undertake [the environmental work that will be performed] in the vicinity of [location], and is information required by Transportation Services. Please see appendices for supporting documentation.

[Provide the following sections in the letter and include attachments with details as required]

**1.0 Brief Background**

* The purpose/reason for installation, decommission or on-going monitoring/sampling, and any requirements by the regulators.
* Are there any associated development application and/or Certificate of Property Use/Record of Site Condition for these lands?

**2.0 Define the Scope of Work and Schedule Outlining:**

* What work will be done in the public right-of-way including the description of activities and materials/equipment used
* Specify which are boreholes, monitoring wells and/or soil vapour probes, and how many boreholes, monitoring wells, and/or soil vapour probes will be installed, decommissioned, or monitored/sampled
* Describe the method for drilling/sampling that will be used
* Description of location on where boreholes, monitoring wells and/or soil vapour probes are to be installed, decommissioned, or sampled/monitored and the reasoning behind proposed locations and shown on a site plan drawing.
* The parties involved and their responsibilities
* The expected timing for all activities, including dates and duration of time the work and monitoring/sampling to be completed and the frequency of monitoring/sampling. Include these details in the form of a table or GANTT chart, if possible (as an attachment)

**3.0 Closing**

This letter summarizes our intent to complete work on behalf of [Proponent] which requires the application of a City of Toronto [Construction Permit or Street Occupation Permit]. We trust that this letter and supporting material satisfies the requirement for the [Construction Permit or Street Occupation Permit].

Any change in work scope will be identified to the City of Toronto if applicable. If further information is required to support this application, [Applicant] will revise this application.

Sincerely,

[Signature]

[Contact Name]

[Applicant Contact Information]

Per: [Proponent's Name]

 [Proponent’s Contact Information]

Submitted Separately: [As per contents of the letter]

Attachment A Cut Permit Application Form

Attachment B Site Plan Drawing

Attachment C Cross-Sectional Plan Drawing

Attachment D Certificate of Insurance

Attachment E Traffic Control Plan

Attachment F Supporting Regulatory Letters/Documents

Attachment G Schedule (in Gantt chart or Table format)

**Note: Provide a clear and legible site plan drawing that meets the specifications outlined below:**

* Include all limits of the City's Right-of-Way and other property lines
* Identify all street names and municipal addresses
* Identify the location of all existing underground utilities
* Include locations of each borehole, monitoring well, and soil vapour probe
* Differentiate between boreholes, monitoring wells and/or soil vapour probes
* Differentiate between monitoring wells and soil vapour probes that are existing and those proposed for installation/decommission.
* All boreholes, monitoring wells and/or soil vapour probes must be labelled with a unique number
* Include a legend that identifies all information presented on the drawing
* Drawings (in metric) must be drawn to scale, and the scale must be noted on the plan
* Include other pertinent drawing information: North Arrow, Date, Applicant Information
* **For any modifications as a result of drilling or utility conflict, the applicant must resubmit the drawings.**

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| --- | --- |
| *Date of Revision:* | *February 05, 2024* |
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| *For Comments/Questions:* | *Transportation\_CROWMP\_Admin@toronto.ca*  |